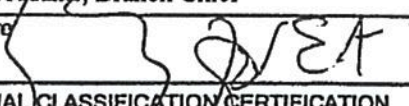
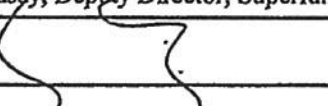
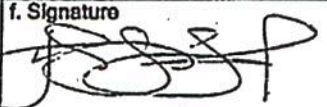


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION San Francisco, California		2. POSITION NUMBER <b>00047484</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position <b>Env. Protection Specialist Series, GS-0028, 3/1995</b>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Environmental Protection Specialist		GS	0028	13	001
4. SUPERVISOR'S RECOMMENDATION Environmental Protection Specialist		GS	028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Case Development Team		
b. EPA, Region 9			f.		
c. Superfund Division			g.		
d. Site Cleanup Branch			h. EPAYS Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Elizabeth Adams, Branch Chief			d. Typed Name and Title of Second-Level Supervisor Nancy Lindsay, Deputy Director, Superfund Division		
b. Signature 		c. Date 5/5/04	e. Signature 		f. Date 5/5/06
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code NA
d. Bargaining Unit Code 9018	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		f. Signature 		g. Date 5/3/06
11. REMARKS (none) <b>This position was classified through accretion of duties procedures and meets the requirements of EPA's Merit Promotion Plan.</b>					

# **Environmental Protection Specialist**

## **GS-028-13**

### **INTRODUCTION**

Incumbent serves as a CERCLA, Senior Cost Recovery Program and Records Management Specialist on the Case Development Cost Recovery Team, in the Site Clean Up Branch, Superfund Division. Incumbent is responsible for developing and implementing national and regional policies and procedures essential in the required documentation of Federal funds expended, and work performed, under CERCLA (the Act), and for performing environmental work specifically related to enforcement in the most difficult cases under Section 107 of the Act. Section 107 authorizes EPA to recover costs expended to mitigate the release or threatened release of hazardous substances.

The incumbent serves as the Superfund Administrative Records Coordinator for Region 9 Superfund. The employee is responsible for developing and managing a comprehensive Administrative Records Program for Region 9 and serves as a subject matter expert for the program on Administrative Record and Records Management issues. The Administrative Records Coordinator position is located in the Case Development Section of the Superfund Site Cleanup Branch, Superfund Division, EPA, Region 9. Section 113(k) of CERCLA requires the establishment of an administrative record upon which the selection of a response action is based. Such a record is a compilation of all documents, which the Agency considered or relied on in making its response action decision. Judicial review of any issues concerning the adequacy of any response action decision may be limited to the administrative record. Public participation in the development of the record is required by law.

### **MAJOR DUTIES AND RESPONSIBILITIES as COST RECOVERY SPECIALIST**

1. Coordinates with Superfund program managers, ORC and Regional FMO to establish cost recovery case priorities and determine associated cost documentation needs. Identifies, prioritizes and schedules work for the Cost Documentation Team consistent with previously established priorities and to ensure a maximum dollar return to the Hazardous Substances Responses Trust Fund and the fulfillment of identified Superfund Comprehensive Accomplishment Plan (SCAP) commitments.
2. Compiles and analyzes cost data and reconciles discrepancies in official financial documents with those allowable expenses incurred during remediation activities performed at the most complex CERCLA sites. Conducts a thorough review of site files and determines the most appropriate level of documentation to support cost recovery efforts based on relevant case law and the complexity of the enforcement action.

- Initiate requests to EPA Regional and Headquarters offices, appropriate Superfund contractors, other federal agencies and State agencies, as necessary, to obtain supporting cost documents. Analyzes cost documentation packages prepared by the Regional finance office, contractors, other federal agencies and the States to determine case-specific evidentiary needs and to ensure that all relevant, appropriate and necessary evidentiary information and documentation is included in each cost recovery file.

- Performs a quality assurance review of cost documents to ensure that all work authorizations and completions are properly documented. Assures that identified costs accurately reflect work activities performed. Reviews and analyzes site work products/activities to ensure the appropriate recovery of only those funds for which response actions were conducted in a manner consistent with the National Contingency Plan. Based on quality assurance reviews, identifies the total costs, which are to be claimed by the Agency.

3. Prepare cost reports for the most complex Section 107 cost recovery referrals and administrative cost recovery actions. Identifies issues, which may pose potential risks during litigation and briefs the Office of Regional Counsel (ORC) and the Department of Justice (DOJ) on the nature of the risks, if any, and the associated dollar amount at risk in the litigation. Develops and prepares cost reports, which are responsive to individual enforcement case needs and are prepared in accordance with all appropriate cost recovery program guidelines and procedures.

- Based on current case law, the incumbent determines the costs, which properly are recoverable under the Act, and prepares specialized cost reports to support CERCLA Section 106 negotiations, bankruptcy proceedings, property liens and oversight billings to responsible parties. Where no formal guidance exists for documenting costs, the incumbent draws on previous experiences, including his/her knowledge of prior enforcement actions and case law, to develop new and innovative options and alternatives to resolve outstanding legal and programmatic concerns. The incumbent provides a recommended course of action to regional/national program management.

4. Participates in complex remedial and removal settlement negotiations with responsible parties to provide a detailed explanation of EPA's internal financial processes, contracting and grants management procedures, and the underlying documentation, which supports the cost claim. Formally presents, explains and advocates the government's cost allocation methodologies, practices and procedures in formal litigation proceedings and at informational meetings and conferences with responsible parties.

- Reviews and analyzes responsible party challenges to government cost accounting documentation, records and findings. Consults with, and provides advice to government attorneys as to the nature, accuracy and validity of cost recovery challenges.

- Prepare written responses to responsible party cost accounting challenges to government cost accounting documentation, records and findings.

- Evaluates responsible party requests for additional information and determines the most efficient and effective approach to be undertaken. Provides the Agency's position and response to all requests regarding CERCLA cost issues.
  - Participates in the development of the cost reimbursement language of Consent Orders and Consent Decrees to ensure the Agency is able to comply with the provisions of these settlement documents.
  - Supports the litigation process for complex cases by preparing written responses to interrogatories and submitting to depositions for the Government's cost claims, as requested by counsel. Testifies at trials as an expert /subject matter witness for the Government on Superfund cost documentation issues.
  - Analyzes all cost documents which support cost recovery cases and identify information which may be subject to the confidentiality provisions of 40 CFR Section 2.204 (iii).
  - Identifies and assists ORC in contacting the appropriate contractors to provide said contractors with an opportunity to identify confidential business information (CBI). Evaluates contractor claims to insure adherence to applicable CBI regulations. Recommends to ORC appropriate follow-up actions to insure that confidential information is protected from release.
5. Participates in the development of national and regional policies, regulations, guidance and strategies, which relate to the cost recovery program, including the development of instructional materials and guidance documents that describe these new and/or revised procedures and present them to regional and/or national audiences.
- Serves as a Regional cost recovery liaison between EPA Headquarters, the Regional Comptroller's Office, program contractors, State agencies and other Federal agencies. Independently, or as part of a team, develops and conducts training and briefings for Program managers and staff, Regional and Department of Justice attorneys on cost documentation procedures. Interacts with counterparts in other Regional and State offices to advise on their implementation of Superfund cost accounting systems and procedures. Develops and provides guidance and training on cost recovery documentation procedures/records management to States/Indian Tribes establishing equivalent cost recovery programs, upon request.

6. Utilizes the program support contractors to perform tasks, which will benefit the management of the cost recovery program. Serve as a manager, or alternate manager, overseeing and monitoring EPA contractors to ensure that the work performed conforms to the terms of the contract.

7. Perform other related duties as assigned.

**MAJOR DUTIES AND RESPONSIBILITIES as ADMINISTRATIVE RECORDS COORDINATOR**

1) Incumbent is responsible for overseeing the Administrative Records Program for the Superfund Division in Region 9. Duties include coordination and oversight of the compilation and maintenance of all Superfund Site Files and Administrative Records (AR) for Region 9; serves as liaison between offices within Region 9 and with Headquarters on Administrative Records; works with responsible staff (OSC, RPM, ORC) for identifying records for inclusion and deciding which documents are included in the AR and coordinates the addition of documents to the record file; establishes procedures and Regional policies consistent with national guidance regarding records maintenance, storage and retention. Establishes guidelines and ensures procedures are closely followed regarding Confidential Business Information (CBI) and other privileged document retention.

2) Serves as Delivery Order Project Officer (DOPO) on the Agency's Records Management Contract for the Region 9 Superfund Records Management Delivery Order. Duties include oversight of contractor performance under the contract; provides technical direction to the contractor on records management and AR issues; reviews and approves invoices; and oversees the operation of the Superfund Records Center.

3) Serves as the Work Assignment Manager (WAM) for the Image Processing Support Contract. Duties include coordination of image processing and indexing database development with Superfund Systems Analyst and Superfund Records Center staff.

4) Coordinates Administrative Records and records management training for Superfund staff.

5) Ensures public access to AR files, both within the Superfund Records Center and general oversight of local records repositories located in affected communities.

6) Serves as a subject matter expert for the Region on Superfund records management and Administrative Records issues. Coordinates with other subject matter experts as needed to resolve issues or make recommendations (ORC, FOIA, etc.) Identifies analyses and resolves issues regarding records management. Serves as Regional Representative on Regional and National Workgroups dealing with records management issues.

## FACTOR EVALUATION STATEMENT (FES) FACTORS

### 1. KNOWLEDGE REQUIRED BY THE POSITION

- Mastery of environmental protection concepts, principles and practices applicable to problems associated with CERCLA hazardous waste sites, as well as EPA rules, regulations and procedures associated with the investigation, enforcement and prosecution of hazardous waste incidents. Serves as an authority on requirements and procedures to develop an enforcement case, which seeks reimbursement of expenditures to the Hazardous Substances Responses Trust Fund, which includes identifying, defining and resolving critical problems regarding complex, cost recovery cases.

- Mastery of the principles relating to Superfund records compilation, maintenance and administration; general principles and practices of records management; and knowledge of EPA contract management. (Position requires certification for Contracts Management Responsibilities).

- Knowledge of management information system/office automation applications, principles and practices. Specific knowledge of the Internet and the EPA agency wide guidelines for the Internet and Intranet.

- Advanced knowledge of electronic records issues, image processing and microfiche technologies in addition to an advanced knowledge of records management. This rare mix of abilities is necessary in order to make decisions regarding the long term planning for specific program records. Different technologies follow different criteria and because of advancement in software as well as evolving changes in records management policies, there are continually new developments to learn.

- Knowledge and analytical ability sufficient to conduct comparative studies aimed at determining the effectiveness of a wide range of forms, records, files, management processes, and management information system/office automation germane to the imaging process, and the applicability of higher-level directives to this activity.

- Comprehensive knowledge of financial management, budget processes, corresponding contract, and interagency agreement preparation. Knowledge of acquisition process/procedures in order to develop statements of work, evaluates proposals, and evaluates contractor performance.

- Comprehensive knowledge of Agency accounting systems, contract management and payment procedures. Knowledge of electronic data management is required.

- Knowledge of the confidential business information provisions of 40 CFR Section 2.202(c)(iii).

- Ability to ferret out enforcement information from program files and analyze the quality of documentation available.
- Ability to give briefings and other oral presentation to regional and national management officials and external interest groups. Ability to communicate effectively both orally and in writing.
- Ability to prepare detailed cost reports on the most complex cost recovery cases and other reports on program procedures. Skill in calculating costs and reconciling financial reports.
- Ability to read, interpret and implement agency policy and guidance documents.

## 2. SUPERVISORY CONTROLS

The employee works under minimal supervision, with assignments given in terms of the general area of emphasis, overall goals and resources available. The employee and supervisor, in consultation, develop general objectives, projects, work to be done and deadlines. The employee, having acquired expertise in a specialty area, is responsible for planning and executing assignments, selecting appropriate techniques and methodology and determining approach to be taken. The employee is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The employee interprets and applies program policy and keeps supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching implications. Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

## 3. GUIDELINES

Guidelines include agency regulations, policies and program directives, and procedures conversion of manual records management systems to automated systems. The employee uses judgement and ingenuity to implement policies and develop procedures since many guidelines are quite broad and often do not provide specific or adequate coverage to Regional activities. The employee also applies judgement and initiative in selecting approaches and procedures or other guideline materials. The incumbent participates in conjunction with other National experts in the development of national guidelines. The incumbent is frequently called upon to develop guidelines for new initiatives where none exist.

## 4. COMPLEXITY

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies, involve synthesizing national goals, objectives and priorities into regional applications, or, involve developing material to supplement and interpret

Headquarters guidelines. The work requires originating new techniques, establishing criteria or developing new information:

5. SCOPE AND EFFECT

The purpose of the work is to develop and implement policies, procedures, and guidelines; to better achieve long term enforcement goals and cost recovery for the Agency. The incumbent regularly participates in National workgroups and conference calls representing Region 9. The incumbent also provides expert advice to other employees regarding cost recovery policies and procedures, records management issues or indexing questions.

The creation, organization and maintenance of Superfund Administrative Records is required under CERCLA to support Agency decision making regarding expenditure of millions of dollars in public monies. Agency record keeping must meet legal requirements to withstand challenges of EPA's cleanup decisions in Federal Court. Deficiencies in the Administrative Record can result in judicial reversal of agency decisions or dismissal of EPA's cost recovery, which can total hundreds of millions of dollars at a single site.

6. PERSONAL CONTACTS

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

7. PURPOSE OF CONTACTS

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

8. PHYSICAL DEMANDS

The work is primarily sedentary in nature.

9. WORK ENVIRONMENT

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.